



**PANAMA MARITIME AUTHORITY**  
**MERCHANT MARINE CIRCULAR MMC-183**

PanCanal Building  
Albrook, Panama City  
Republic of Panama  
Tel: (507) 501-5355  
[mmc@amp.gob.pa](mailto:mmc@amp.gob.pa)

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**To:** Ship-owners/Operators, Company Security Officers, Legal Representatives of Panamanian Flagged Vessels, Panamanian Merchant Marine Consulates and Recognized Organizations (ROs).

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**Subject:** Continuous Synopsis Record (CSR) online application.

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**Reference:** SOLAS 74/78 Chapter XI-1 Reg. 3-1, 5  
Resolution A.959(23) of December 5, 2003  
Resolution MSC. 198 (80) of May 20, 2005  
Resolution MSC 160 (78) of May 20, 2004  
Resolution MSC. 194 (80) of May 20, 2005  
Resolution 106-14-DGMM March 9, 2012  
This Merchant Marine Circular supersedes the MMC- 240.

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**A. INTRODUCTION**

1. The purpose of this Circular is to inform all users of the Merchant Marine Directorate that we have developed a new platform via web, through which you will be able to apply online for the Continuous Synopsis Record (CSR) and the CSR certificate will be processed by the Maritime Ships Security Department or by the selected Segumar Offices.
2. **Starting from the August 1<sup>st</sup>, 2016, the CSR online application will be available on the following website link <http://certificates.amp.gob.pa/certificates>, recommend to use Google Chrome, Opera, Mozilla Firefox, Safari and Microsoft Edge.** After that date, the CSR application will not be longer received via e-mail or by hard copy only will be received through the aforementioned website link. The Panama Maritime Authority kindly requests the use of the CSR online application on that website link.
3. The information submitted by the applicant through the above mentioned website link, should be completely accurate in order to avoid mistakes of the information transferred to the CSR Certificate. In case that one or more items do not apply or are not available, the same must be marked with “NC” (NO CHANGE) or “NA” (DOES NOT APPLY), except of point 1, 2 and 3 which are filled automatically, during the submission of information.
4. When any change (s) related to the entries listed in the CSR has taken place, such change (s) shall be included by the Master or by the Company in the **Application Form No.3**. It is worth mentioning that the Application Forms (1, 2 and 3) duly signed and stamped copy by the owner, master or applicant, as well as the CSR issued by this Administration must be kept on board the vessel at all times in order to avoid inconvenient with the Maritime Authorities.

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5. For further details about the use of the online application, an user manual can be found at the website link <http://certificates.amp.gob.pa/certificates> by click on the button marked as “User Manual” for your reference. In case have any technical issue when using the online application, feel free to contact us to the e-mail address: [csr@amp.gob.pa](mailto:csr@amp.gob.pa) or to any Segumar offices worldwide; for more reference you can access at the MMC-242 for the contact details of Segumar.

## **B. CSR REQUIREMENTS**

6. The followings documentation shall be submitted through the website link: <http://certificates.amp.gob.pa/certificates> in order to apply for the CSR.

### **6.1. NEW CONSTRUCTION:**

- a) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization (**mandatory**).
- b) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.
- c) Full or Interim ISSC issued by a Recognized Organization

### **6.2. CHANGING REGISTRY:**

- a) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization. (**mandatory**).
- b) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.
- c) Full or Interim ISSC issued by a Recognized Organization.
- d) Ship’s CSR file issued by the previous vessel’s flag.

### **6.3. REGISTRATION OF FOREIGN SHIPS UNDER BAREBOAT CHARTER IN PANAMA:**

- a) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization (**mandatory**).
- b) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.
- c) Full or Interim ISSC issued by a Recognized Organization.
- d) The last CSR issued by the first registry.

### **6.4. REGISTRATION OF PANAMANIAN VESSELS UNDER FOREIGN BAREBOAT CHARTER:**

- a) Must request a consent from the Merchant Marine Directorate and immediately must apply for the CSR (please attach this document in DOC box).
- b) Payment receipt issued by this Administration or by a Panamanian Consulate (**mandatory**).

For this case, Panama Maritime Authority will indicate the period of the Bareboat Charter in the Remarks section of the CSR.

### **6.5. AMENDMENT:**

- a) Document of Compliance (DOC) or Interim DOC issued by a Recognized Organization.
- b) Safety Management Certificate (SMC) or Interim SMC issued by a Recognized Organization.
- c) Full or Interim ISSC issued by a Recognized Organization.
- d) Class Certificate (only if the change is through a Recognized Organization).
- e) Payment receipt issued by this Administration or by a Panamanian Consulate (**mandatory**).

### **6.6. CEASED CSR,** the following documents shall be submitted:

- a) Payment receipt issued by this Administration or by Panamanian Consulate. (**mandatory**).

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**6.7. DUPLICATED** the following document shall be submitted:

- a) Payment receipt issued by this Administration or by a Panamanian Consulate (**mandatory**).

For a CSR whose application is submitted without the ceased CSR, or without the SMC and/or ISSC duly updated, this Administration will issue a **PROVISIONAL CSR** with its respective remark and with a validity of six (6) months.

For a CSR whose application is submitted without the IMO Number of the owner or company, this Administration will issue a **PROVISIONAL CSR** with its respective remark, and with a validity of thirty (30) days.

The Panama Maritime Authority requests to all Owners, Operators and Legal Representatives that at the time a ship is cancelled from the Registry of Panama and returns again under the Registry of Panama, they must request the ceased CSR.

**C. RATES**

- 7. According to the article one (1) of the Resolution J.D. No. 038-2014, dated on November 12<sup>th</sup>, 2014; the following fees were established for the Continuous Synopsis Record Certificate (CSR), starting on February 12<sup>th</sup>, 2015.

- a) **NEW CONSTRUCTION.....FREE**
- b) **CANCELLATION.....B/.100.00**
- c) **DUPLICATED..... B/.75.00**
- d) **AMENDMENTS .....B/.50.00**
- e) **CORRECTION.....B/.50.00**

- 8. This Administration kindly informs that the **Continuous Synopsis Record** can be issued and printed through any Segumar offices nearest or any Privative Panama Consulate authorized however, additional consular fees are applicable according to the Resolution J.D. No. 040-2014, dated on November 12<sup>th</sup>, 2014.

*September, 2017 – Modification of paragraph 4*

*July, 2016 – Inclusion of the item 8*

*July, 2016 – Modification of the item 2, 3, 4 and 6.4*

*June, 2016 – Update of the Continuous Synopsis Record (CSR) online application (whole document).*

*June, 2013 - change in reference*

*April, 2012*

***Inquiries concerning the subject of this Circular or any request should be directed to:***

***Directorate General of Merchant Marine***

***Panama Maritime Authority***

***Phone: (507) 501-5033***

***Fax: (507) 501-5083***

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